



Kunyang
Primary School

Digital Learning

(Internet, Social Media, and Digital Devices)

Kunyang Primary School has a vision for learning that fosters deep learning, encourages critical thinking and creativity and provides a foundation for authentic learning. The current model of school-supplied technology resources in education is no longer a model that is feasible and cannot realistically meet the demands of teachers and 21st century learners. We continue to enhance the way we use digital technology to enrich the teaching and learning environment for both teachers and students. This involves the development and use of 'virtual' or 'flexible' learning environments, which extend the classroom experience beyond the physical space of school.

By facilitating BYOD (commencing in Year 3), the school will empower students and allow them to be active in determining the way they use technology as a tool to support their learning. They will develop a sense of digital citizenship and demonstrate increased awareness of how technology is conducive to authentic learning and application of skills that are essential to succeed in today's technology-based society. Increased access to technology further allows students to collaborate, communicate and share more openly with teachers and their peers.

PURPOSE

To ensure that all students and members of our school community understand:

- (a)** our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school including our 1-to-1 personal bring your own device program
- (b)** expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- (c)** the school's commitment to promoting safe, responsible and discerning use of digital technologies, and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies

(d) our school’s policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet

(e) the various Department policies on digital learning, including social media, that our school follows and implements

SCOPE

This policy applies to all students at Kunyung Primary School.

Staff use of technology is governed by the following Department policies:

- [Acceptable Use Policy for ICT Resources](#)
- [Cybersafety and Responsible Use of Digital Technologies](#)
- [Digital Learning in Schools](#) and
- [Social Media Use to Support Student Learning](#).

Staff also follow our school’s ‘Acceptable Use Agreement.’

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Kunyung Primary School’s Child Safety Code of Conduct
- [The Victorian Teaching Profession Code of Conduct](#) (teaching staff)
- [Code of Conduct for Victorian Sector Employees](#) (staff)
- [Code of Conduct for Directors of Victorian Public Entities](#) (school councillors)

DEFINITIONS

For the purpose of this policy, “digital technologies” are defined as digital devices, tools, applications and systems that students and teachers use for learning and teaching; this includes Department-provided software and locally sourced devices, tools and systems.

POLICY

Vision for digital Learning at our school

Kunyang Primary School understands that safe and appropriate use of digital technologies including the internet, apps, computers and tablets provide students with rich opportunities to support learning and development in a range of ways. We aim to provide students with digitally-rich 21st century learning environments that allow them to inquire, analyse, communicate and create within a personalised learning environment.

The use of digital technologies is a mandated component of the Victorian Curriculum F-10.

Through increased access to digital technologies, students can benefit from enhanced learning that is interactive, collaborative, personalised, engaging and transformative. Digital technologies enable our students to interact with and create high quality content, resources and tools. It also enables personalised learning tailored to students' particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

Kunyang Primary School believes that the use of digital technologies at school allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and interconnected world. Our school's vision is to empower students to use digital technologies safely and appropriately to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

BYOD at Kunyang Primary School

Our school operates an OPTIONAL Bring Your Own Device (BYOD) program (commencing in Year 3), which means students have an option to bring their own purchased or leased laptop with them to school each day. Kunyang Primary School does not have any special arrangements with any suppliers, however we do provide links to suitable devices for ease of purchase for our parents. Students who make the most of the Bring Your Own Device (BYOD) Program (within school expectations and requirements) will have access to numerous benefits with regard to resource access, choice in task completion, responsibility and personal organisation.

Actions Required and Key Information

1. Students and parents must read and understand this policy and sign the BYOD Student Use Agreement before students will be permitted to connect a personal computer device to the

school's wireless service. If a student connects a device without a Student Use Agreement they are in breach of the school rules and disciplinary action may be taken.

2. Understand students can only use a personal technology device at school, with the knowledge and written approval of a parent/guardian and the school. The signing of the BYOD Student Use Agreement constitutes such knowledge and approval. The school reserve the right to confiscate any unauthorised device until school staff deem the return of the device appropriate. The school adopts the policy, in order to maintain a safe and secure environment for students and staff.

3. Acknowledge students are to use the device for educational purposes whilst on school premises and/or connected to the school network. Activities such as downloading files not related to school work, playing computer games or watching movies is not permitted and contravenes the school's BYOD Student Use Agreement.

4. When resolving cases where a school or a student-owned device has been damaged, existing school policies and procedures will apply.

Students who choose to participate in the BYOD program are required to have their own laptop that must:

- be brought to school in a protective case
- Celeron or Intel i3 (preferred) or higher
- 4 GB of RAM (memory)
- 128GB+ Hard Drive or SSD (Solid State Drive)
- Screen size (optional)

Please note that our school does not have insurance to cover accidental damage to students' laptops, and parents/carers are encouraged to consider obtaining their own insurance for their child's laptop.

Devices which fall out of these minimum requirements scope, will still be allowed on the network, however will receive limited support and technical assistance.

Each device on the network will be required to have a form of anti-virus software which is regularly updated and functional. There are multiple free applications which will achieve this, also Windows 10 has an application built in.

Kunyang Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access laptops for schoolwork. Laptops are

available in the classroom for use by students at an approximate ratio of one laptop to four students, ensuring that no student is disadvantaged by not partaking in the BYOD option.

5. Kunyung Primary School can support families to store devices onsite if they choose to do so. The Department of Education and Training does not have insurance for personal property. Kunyung Primary School does not take responsibility for items of personal property that are lost, stolen or damaged at school or during school activities, please refer to our *Personal Property Policy*. Damage to personal property brought to school is the responsibility of the owner of that property. Families are encouraged to obtain appropriate insurance for devices brought to school.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the school on 9787 6102.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Kunyung Primary School, we are committed to educating all students to use digital technologies in ways that respect the dignity of ourselves and others and promote full flourishing for all, equipping students with skills and knowledge to navigate the digital world.

At Kunyung Primary School, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- use of digital technologies in the classroom to specific uses with targeted educational or developmental aims
- supervise and support students using digital technologies in their schoolwork
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- have programs in place to educate our students to be promoting safe, responsible and discerning use of digital technologies
- educate our students about digital issues such as privacy, intellectual property and copyright, and the importance of maintaining their own privacy online

- actively educate and remind students of our *Student Engagement* policy that outlines our School's values and expected student behaviour, including online behaviours
- have an Acceptable Use Agreement outlining the expectations of students when using digital technology for their schoolwork
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at the earliest opportunity
- educate our students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and other digital technologies
- provide a filtered internet service at school to block access to inappropriate content
- refer suspected illegal online acts to the relevant law enforcement authority for investigation
- support parents and carers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter, school website and annual information sheets

Distribution of school owned devices to students and personal student use of digital technologies at school will only be permitted where students and their parents/carers have completed a signed Acceptable Use Agreement.

It is the responsibility of all students to protect their own password and not divulge it to another person. If a student or staff member knows or suspects an account has been used by another person, the account holder must notify their classroom teacher, ICT Co-ordinator or Wellbeing Assistant Principal as appropriate, immediately.

All messages created, sent or retrieved on the school's network are the property of the school. The school reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate. Communications including text and images may be required to be disclosed to law enforcement and other third parties without the consent of the sender.

Social media use

Our school follows the Department's policy on [Social Media Use to Support Learning](#) to ensure social media is used safely and appropriately in student learning and to ensure appropriate

parent notification occurs or, where required, consent is sought. Where the student activity is visible to the public, it requires consent.

In accordance with the Department's policy on social media, staff will not 'friend' or 'follow' a student on a personal social media account, or accept a 'friend' request from a student using a personal social media account unless it is objectively appropriate, for example where the student is also a family member of the staff.

If a staff member of our school becomes aware that a student at the school is 'following' them on a personal social media account, Department policy requires the staff member to ask the student to 'unfollow' them, and to notify the school and/or parent or carer if the student does not do so.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Kunyung Primary School's *Statement of Values, Student Wellbeing and Engagement* policy, and *Bullying Prevention* policy.

When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Kunyung Primary School will institute a staged response, consistent with our student engagement and behaviour policies.

Breaches of this policy by students can result in a number of consequences which will depend on the severity of the breach and the context of the situation. This includes:

- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- other consequences as outlined in the school's *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes
- Discussed at eSmart Committee meetings
- Discussed at staff meetings as required
- Discussed at parent information sessions
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	17/08/2021
Consultation	eSmart Committee
Approved by	Principal
Ratified by	School Council: 17/08/2022
Next scheduled review date	17/08/2023

Kunyang Primary School

Acceptable Use Agreement



School Profile Statement

At Kunyang Primary School we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

At our school we:

- have a **Student Engagement Policy** that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour
- educate our students to be safe and responsible users of digital technologies
- raise our students' awareness of issues such as online privacy, intellectual property and copyright
- supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including

reviewing and considering the safety and appropriateness of online tools and communities:

[BullystoppersDuty of Care and Supervision](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)

(www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)

- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services
- know that some online activities are illegal and as such we are required to report this to the appropriate authority
- support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; providing this Acceptable Use Agreement and current information from both the Department of Education and Training and The Children’s eSafety Commission:

[Bullystoppers Parent Interactive Learning Modules](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)

(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)

[iParent | Office of the Children's eSafety Commissioner](https://www.esafety.gov.au/education-resources/iparent)

(<https://www.esafety.gov.au/education-resources/iparent>)

[Cybersafety guide - parents](http://www.cybersmart.gov.au/Parents.aspx)

(www.cybersmart.gov.au/Parents.aspx)

Safe and responsible behaviour

When I use digital technologies and the internet I **communicate respectfully** by:

- always thinking and checking that what I write or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them think or feel (*Ask students to reflect on how they would feel.*)
- working to stop bullying. I don’t send mean or bullying messages or pass them on to others
- creating and presenting my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator.

When I use digital technologies and the internet I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parent
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself

When I use digital technologies and the internet, I **respect myself and others** by thinking about what I share online. This means I:

- stop to think about what I post or share online
- will not share or post the link (or password) to video conferencing meetings, with others offline in public communications or online on public websites or social media forums
- use spaces or sites that are appropriate for my age and if I am not sure I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use

At school we/I have:

- discussed ways to be a safe, responsible and ethical user of digital technologies and the internet.
- presented my ideas around the ways that I can be a smart, safe, responsible and ethical user of digital technologies and the internet.

I will use this knowledge at school and everywhere I use digital technologies and the internet.

My ideas on safe and responsible behaviour

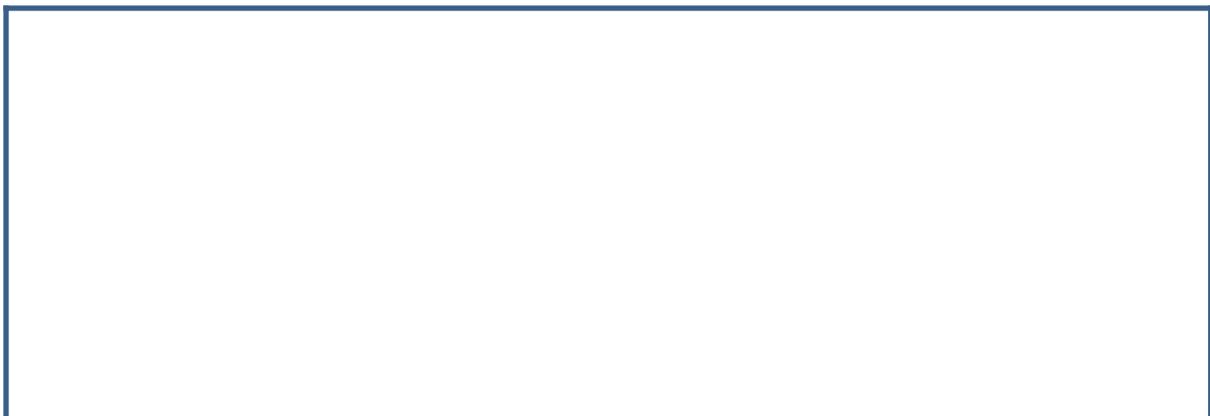
When I use digital technologies and the internet I **communicate respectfully**. This means I:



When I use digital technologies and the internet I **protect personal information**. This means I:



When I use digital technologies and the internet I **respect myself and others**. This means I:



Kunyang Primary School

Student agreement/licence



Kunyang Primary School

acknowledges the commitment of

(student)

**to being a polite, safe, responsible and ethical
user of digital technologies.**

As a student, I continue to learn to use digital technologies safely and responsibly.
I will ask a trusted adult for help whenever I am unsure or feel unsafe.

Student signature: _____

Teacher signature: _____

Date: _____

Kunyang Primary School

1-to-1 program: personal devices



Ownership

- The device is owned by the parents/student but is made available for use as part of the school learning program.
- Parents/students should be aware that files stored on the device are private but may be publicly accessed as part of learning programs.

Software and access

- The school will provide information about standard software programs and applications required for installation on personal devices and will advise when new software or applications need to be purchased.
- Parents are responsible for purchasing and installing new programs on personal devices. Parents are advised to set up a separate family account (not use their own accounts) to manage purchases for their child's device.
- The school will provide access to some software and applications through the department's eduStar image for student notebooks. (There is no cost for the standard image)

School support

Support **will be** provided for:

- connecting the device to the school network, internet and other digital technologies
- set up and management of school, student email accounts

- all school-based software and associated issues with school applications.

Support **will not** be provided for:

- connecting to home networks, the internet, printers, or other devices
- personal email accounts and settings
- software issues
- hardware issues (only limited support)

Damage or loss of equipment

- Parents are responsible for making sure the device is covered under their insurance, so that it can be replaced if lost or damaged and student learning is not interrupted.
- It is advisable to notify the student's teacher at the school if the device is damaged or lost so that a student's learning program is not interrupted whilst being replaced.

User responsibilities

Students are responsible for:

- bringing portable devices fully-charged to school every day.
- ensuring the device has appropriate virus protection
- backing up data securely
- carrying their device in an appropriate protective case at all times
- adhering to this Acceptable Use Agreement when using the machine, both at home and at school, including during lunchtime or when not in the classroom.

Acknowledgment of Kunyang's 'Acceptable Use Agreement'



This Acceptable Use Agreement applies to all digital technologies and the internet including (although not limited to):

- school owned ICT devices (*e.g. desktops, laptops, printers, scanners*)
- mobile phones and student owned devices
- email and instant messaging (*IM's not permitted on a device on school premises*)
- Internet
- cloud-based document applications (*Google Apps For Education*)
- online educational activities
- any social networking sites - ***not permitted at all for any students 13 years and under.***
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs - ***not permitted at all for any students 13 years and under.***
- forums, discussion boards and groups (e.g. Google groups - not permitted on a device on school premises)
- wikis (e.g. Wikipedia)
- vod and podcasts
- video conferences and web conferences.

This Acceptable Use Agreement applies when digital technologies and the internet are being used at school, during school excursions, camps and extra-curricular activities, and at home.

Signature

Through a digital signature, I understand that my child needs to comply with the terms of acceptable use and expected standards of behaviour set out within this Agreement.

I understand that there are actions and consequences established within the school's Student Engagement Policy if my child does not behave appropriately.

School name: **Kunyang Primary School**
School contact name: **Craig Entwistle & Nick Barrionuevo**
School contact no.: **(03) 9787 6102**

ANNEXURE B: Digital Learning Protocols

Digital Learning - STAFF



Digital Learning Classroom Protocols for Staff

Kunyung Primary School will ensure that digital learning is conducted in a safe and responsible manner by staff and students. The use of online environments is for educational purpose, is appropriate and balanced. Kunyung Primary School will educate students about responsible online behaviour.

To support the safe and responsible use of digital technologies, the following protocols will be followed by staff at Kunyung Primary School:

- Permission from parent/caregiver is required for the downloading of any apps onto a student's device. This is to be done in writing either giving direct permission or an 'opt out' form.
- Supervision when using digital technology in the classroom must be consistent with the duty of care to students.
- Teachers are required to adequately supervise students when using digital technology in the classroom.
- To ensure students are appropriately supervised when engaged in online learning, teaching staff will:
 - move around the room to regularly monitor screens
 - ensure students have screens visible to the teacher
 - actively reinforce learning and behavioural expectations during the activity
 - provide clear and explicit instructions for learning in the space. Students must know and understand what they are expected to do and how they are expected to work
 - have remote access software that enables teacher access to individual students' 1 to 1 learning device used in class
 - ensure digital learning at Kunyung Primary School has the same standards and expectations of behaviour and conduct as any other learning area.
- Ensure students are aware of behavioural expectations when engaging in digital learning activities by completing the student online behaviour expectations in the Acceptable Use Agreement which outlines the expectations for students themselves to be safe, responsible and ethical users of digital technologies.
- Respond to any online incident in accordance with the Department's policy on Reporting and Managing School Incidents, as well as Student Wellbeing and Engagement, and Bullying Prevention Policy.
- Ensure students are following healthy habits when using their laptops at school:
 - Sit on a chair at a desk. Keep good posture. Relax arms, neck and shoulders.
 - Avoid sitting too close to the screen.
 - Take regular breaks when sitting for longer than 30 minutes.
 - Make sure there is enough light when using the laptops.
 - Limit screen time within each session to include an appropriate balance of screen time according to the goals for each session.
- Kunyung Primary School staff will act in accordance with the following school policies:
 - Digital Learning (Internet, Social Media and Digital Devices) Policy
 - Student Wellbeing and Engagement Policy
 - Bully Prevention Policy
 - Duty of Care
 - Statement of Values and School Philosophy
 - Privacy Policy

- Child Safe Environments Policy
- Child Safety Code of Conduct
- Child Safety Responding and Reporting Policy and Procedures
- Kunyung Primary School staff are required to be familiar with the Department's Policy and Advisory Library:
 - [Digital Learning in Schools](#)
 - [Cybersafety and Responsible Use of Digital Technology](#)
 - [Social Media Use to Support Student Learning](#)
 - [Acceptable Use Policy for ICT Resources](#)
 - [The Victorian Teaching Profession Code of Conduct](#)

Digital Learning - STUDENTS

Digital Learning Classroom Protocols for *Students*



Digital technologies used at Kunyung Primary School are an extension of the school. The same standards and expectations of behaviour and conduct we have at school therefore also apply when we are learning online.

To support the safe and responsible use of digital technologies, the following protocols will be followed by Kunyung Primary School students:

- Use digital technologies safely and responsibly.
- Sign and follow our Student Code of Behaviour and the expectations outlined in Kunyung Primary School's 'Acceptable Use Agreement,' which include the following safe and responsible behaviors:
 - communicate respectfully
 - protect personal information
 - respect myself and others
- Ensure screens are visible to the teacher.
- Listen to the teacher's instructions during digital learning.
- Use of computers on the school site is limited to the classroom during school hours. All student computer use must be under the guidance of a member of staff. This includes before and after school when on school grounds.
- Tell a trusted adult straight away if there is something that makes me feel upset or scared.

Digital Learning - PARENTS/CARERS

Digital Learning Protocols for *Parents/Carers*



It is the responsibility of our whole school community to assist our students in becoming responsible digital citizens. The same standards and expectations of behaviour and conduct we have in our school community also apply when online.

To support the safe and responsible use of digital technologies by students at Kunyung Primary School, parents are encouraged to follow the protocols below:

- Demonstrate our school community philosophy and values as outlined in the Statement of Values and School Philosophy Policy and the Student Wellbeing and Engagement Policy.
- Read and discuss the Kunyung Primary School's 'Acceptable use Agreement' with your child.
- Model using digital technologies safely and responsibly to your child by:
 - communicating respectfully when using digital technologies and the internet
 - protecting personal information when using digital technologies and the internet
 - respecting yourself and others by thinking about what you share online, when using digital technologies and the internet.
- If you become aware of any inappropriate behaviour online that your child has experienced please contact your child's teacher or the Wellbeing Assistant Principal.